

Policy # 00-3
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VIBRS Enhancement Procedure
Division of Criminal Justice Services

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for the VIBRS
Advisory Board

NOTE - This is a recommended policy.

1. GOALS

1.1. The goal of this policy is to develop a procedure for user's to provide input into system enhancements. Enhancements are defined as a change to the Spillman software that will affect all users of the module.

2. POLICIES

2.1. It shall be the policy of the Division of Criminal Justice Services to provide an opportunity for user's to voice their opinions regarding what enhancements they would like to see from Spillman Technologies.

3. PROCEDURES

3.1. Enhancement requests are sent, via e-mail, to the help desk, with a subject line of "Enhancement Request".

3.2. After review of the specific request, if it is an enhancement, the request will be forwarded to Spillman Technologies for inclusion as an official Vermont enhancement request.

3.3. When the list of enhancement requests comes out for annual review from Spillman Technologies, the list will be given to the VIBRS Advisory Board. They will disseminate the list, determine a standard voting methodology, collect and tabulate the results. The Board will forward these results to the Application Administrator on a timely basis.

3.4. The Application Administrator will take this rank-ordered list to the annual Spillman User's conference as a guide for final enhancement voting. If no one goes to the User's conference in a given year, the Application Administrator will be responsible for sending in the enhancement votes by email.